

**County of San Bernardino  
Department of Behavioral Health  
Office of Compliance**

**April 9, 2012**

Listed below are recently or soon-to-be-posted Information Notices and Interim Instruction Notices in addition to Policies and Procedures (PPs) for the Standard Practice Manual (SPM).\*

**New and Revised Forms\*\***

[COM008](#): Treatment Authorization Request-Adult  
[COM009](#): Treatment Authorization Request-Child  
[COM010](#): Treatment Re-Authorization Request-Adult  
[COM011](#): Treatment Re-Authorization Request-Child  
[QM058\\_E](#): NOA-A  
[QM058\\_S](#): NOA-A  
[QM059\\_E](#): NOA-B  
[QM059\\_S](#): NOA-B  
[QM060\\_E](#): NOA-C  
[QM060\\_S](#): NOA-C  
[QM061\\_E](#): NOA-D  
[QM061\\_S](#): NOA-D  
[QM062\\_E](#): NOA-E  
[QM062\\_S](#): NOA-E  
[DBH712](#): Authorization for Issuance of Immediate Need Voucher(s)

**Newly Posted Policies and Procedures to Date**

COM0905: [Confidentiality of Protected Health Information](#)  
QM6007: [NOAs Issued by the MHP Policy](#)

**Publications**

[Code of Conduct](#)

**Policies and Procedures in the Administrative Review Process**

- BOP3008: Fundraising Policy
- BOP3040: Telecommunication Devices Policy
- BOP3040-1: Telecommunication Devices Procedure
- BOP3041: Building Manager Policy
- BOP3041-1: Building Manager Appointment Procedure
- CLK0706: PBM Database Procedure
- CLP0819: Tarasoff Policy
- CLP0819-1: Tarasoff Procedure
  - Name of Potential Victim letter template
  - Name of Potential Victim letter template -- Spanish
  - Law Enforcement Notification letter template
- COM0902: Summonses and Complaints and Subpoenas Policy
- COM0902-1: Summonses and Complaints and Subpoenas Procedure
- COM0922: Sound and Photographic Recordings Policy
  - Affidavit for Ethical Treatment of Protected Health Information form
- FOR9001: Adult Forensic Housing Policy
- IT5001: Procedures for Purchasing Computer Equipment
- IT5010: Multifunctional Devices Security and Compliance Policy
- IT5011: Use of Electronic Signature (eSignature) Policy
- IT5011-1: Use of Electronic Signature (eSignature) Procedure
- MDS2023: Medication Disposal Procedure
- QM6002-1: Medi-Cal Site Certification Process
- SFT7010: Possession of a Weapon Policy
- SFT7010-1: Possession of a Weapon Procedure
- TRA8011: Behavioral Health Nursing Student Immersion Program

\*This report will be sent electronically to Executive Management, Program Managers, Clinic Supervisors and ACBO members tomorrow morning; links are active only through the Intranet. It will also be posted on the Intranet and Internet sites where links are active for both. Administrative Reviews now include ACBO members, Administrative Managers, Clinic Supervisors and Supervising Office Specialists. **Please be sure to include these new releases in staff meetings/trainings.**

**\*\*Newly Posted Forms**

Please replace forms that have been printed or entered into a shared drive with the revised forms in the Posted list above.

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**Policies and Procedures Pending Posting**

None

**Newly Posted Information Notices**

None

**Policies and Procedures Being Prepared for Director's Signature**

None

**New PP Requests**

Please follow the SPM Business Operation Practices BOP3002: [Requests to Modify the Standard Practice Manual \(SPM\) Procedure](#) to request new PPs. Please contact Bobbie Luna at 382-3166 or Stephanie Reis at 382-3083 with any questions.

**Please Note:** Subject Matter Experts (SME) please include clinical and administrative support staff input when submitting new PPs for review. If clinical and administrative support staff input is not obtained when submitting, the input must be received prior to sending for Administrative Review. It is recommended that input is received from at least two clinical locations and at least two clerical locations that would be affected by implementation of the policy/procedure.

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